

DALNET CIRCULATION TASK FORCE MEETING

December 16, 1992

Minutes

Present: G. Bosler; L. Bugg; H. Ma; J. Pearson; L. Stewart; F. Young

Guest: T. Potvin

1. Reciprocal Borrowing Report

Gerry reported that the SEMLOL academic library reciprocal borrowing pilot program is likely to continue during the Winter 1993 semester. Participants plan to meet in January to review statistics and evaluate pilot results to date. The Vanderbilt NOTIS circulation statistics by patron category will provide helpful data; however, the statistics by patron category need to be further broken down by patron code 2 (codes to indicate library affiliation).

Jeff reported that WSU plans to waive infopass bills older than fall 1991. This plan will be announced to SEMLOL libraries. The remainder of the WSU infopass bills will be mailed in January 1993. Jeff's plan is to notify institutions of outstanding infopass bills at the end of each semester.

2. Statistical Reports

Louise reported that Dody is still giving high priority to the Vanderbilt statistics program. She is having difficulty with the call number breakdown.

3. NOTIS PACLoan

The Circ Task Force is willing to coordinate implementation of PACLoan together with DALNET ILL/Document Delivery representatives. Louise has no news on availability of PACLoan software. LMS Release 5.1 must be installed before PACLoan. The PACLoan ILL client/server workstation requires TCP/IP telecommunications protocol. It won't "talk" SNA protocol like our DALNET network. Louise is still learning about DALNET's telecommunications options for TCP/IP.

4. 1993 DALNET Circulation Forum

DPL confirmed the date of April 19, 1993 for the next DALNET Circulation Forum to be held at the Main Library. Coffee and donuts will be provided, along with free parking.

Objectives of the forum include: to share information about DALNET policies, standards, problem solutions, and innovative uses of the circulation module; to present information about future enhancements to the circulation module; and to provide time for circulation staff in DALNET libraries to talk with each other.

The group brainstormed ideas for the program, including:

- PACLoan -- To introduce the concept and show sample screens (overheads or possibly demo).
- ILL Circulation -- To share information on the options for circulating ILL items via NOTIS; possible presenters include OU (currently using ILL pseudo-patrons for billing) and MUC; UDM is exploring options.
- Circulation Record Purging -- Present patron and billing record purging and policies/requirements for records to be purged.
- Circulation and Collection Development Issues -- Including topics such as the Vanderbilt statistics on circulations by call number range, handling of hold thresholds, replacement/withdrawal of items charged to LOST or MISSing.
- Ask the Experts Session -- To answer questions about NOTIS circulation.
- Breakout Sessions/Quality Circle Discussions/Talk Table Concept -- To include topics such as use of circulation for bindery charges; non-bibliographic item circulation, e.g., study room keys, typewriter use, equipment; "generic" circulation for items that don't need detailed description, e.g., newspaper issues, romance paperbacks, vertical file materials; mailers; circulation on-the-fly.
- What to do When this Happens? -- A role playing presentation of problem circulation scenarios and solutions using NOTIS.

If ILL/Document Delivery is included, staff from these areas should be invited to attend.

Louise will ask other DALNET libraries not represented on the Task Force for contributions to the program, including uses of circulation for ILL and creative uses of the circ module.

5. Other

- Bill Purge -- Gerry asked about policies for purging billing records. This task is on dody's task list after the Vanderbilt statistics. The group, realizing there are still details to be learned about the program, suggested these policies for billing records to be purged:
 - (1) closed records older than one year;
 - (2) open records older than one year for amounts less than \$2.00.

Terry volunteered to review the NOTIS 5.0.2 documentation for the purge program for the next meeting.

The next meeting was scheduled for February 3, 1993 at 2:00 p.m. at Wayne State. It will be in the Purdy Library, Dean's Conference Room

Notes by,

Louise Bugg
December 17, 1992